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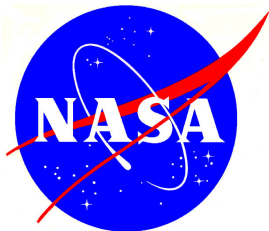
*Integrated Financial Management Program*

*Core Financial*

*Course Name: Budget Execution*

*Module 4: Reimbursable Resource  
Management*

*Course Guide*



## **Introduction**

This course guide serves as the foundation for delivering training.

### ***Course Structure***

This course covers the basic SAP functionality that is needed to perform specific activities. Information beyond the scope of this class may be obtained from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

### ***Trainer Role***

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

### ***End-user Role***

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

### ***Module Significance***

SAP provides an automated means to record and distribute reimbursable budget authority to all NASA Agency and Center levels, create and maintain Funds Reservations, and comprehend reimbursable budget structures and related Financial Classification Structure (FCS) elements.

### ***Module Structure***

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

#### ***Content***

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

#### ***Content Review***

The trainer reviews key topic information at the conclusion of each topic.

#### ***Scenario***

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: It is the beginning of the fiscal year and NASA receives reimbursable authority, along with its appropriated authority, equal to the amount of anticipated reimbursable activity with both federal and non-federal customers. As the Budget Maintainer for the Agency, enter the amount of the anticipated reimbursements into SAP.

***Demonstration***

Trainer shows end-users how to perform the business activity in SAP.

***Exercise***

End-users practice the activity in the SAP training database.

***Agenda***

- Introduction – 0:10 hr
- Background Knowledge – 0:10 hr
- Topic 1: Introduction to Reimbursable Process in SAP – 1:20 hr
- Topic 2: Reimbursable Funds Control Process and Funds Reservation– 2:10 hr
  - Activity 1: Display Sending Fund Center/Fund Reimbursable Authority Balance – 0:10 hr
  - Activity 2: Record Anticipated Reimbursements Level 1 – 0:15 hr
  - Activity 3: Record Reimbursable Apportionment Level 1 – 0:15 hr
  - Activity 4: Record Reimbursable Allotment Level 1 – 0:15 hr
  - Activity 5: Record Reimbursable Level 2 Program/Non-programmatic Authority – 0:15 hr
  - Activity 6: Record Reimbursable Level 3 Center Authority – 0:10 hr
  - Activity 7: Compare Receiving Fund Center Reimbursable Authority and Current Reimbursable Operating Plan – 0:10 hr
  - Activity 8: Create Funds Reservation– 0:10 hr
  - Activity 9: Change Funds Reservation (Line Items) Authority– 0:10 hr
  - Activity 10: Change Funds Reservation Authority to New Program Year – 0:10 hr
  - Activity 11: Close Funds Reservation (Line Items) – 0:10 hr
- Course Summary – 0:10 hr
- Total – 4:00 hrs